

# NONAPPROPRIATED FUND INSTRUMENTALITY

## EMPLOYEE PERFORMANCE RATING

For use of this form, see AR 215-3; the proponent agency is OCSPER

1. NAME (Last, first, MI)

2. SSN

3a. POSITION TITLE

FACILITIES OPERATOR

3b. I AGREE THAT THE JOB DESCRIPTION ACTUALLY REFLECTS THE DUTIES OF THE POSITION

b. NUMBER

NF-0301

c. GRADE

01

SUPERVISOR'S INITIALS

*JS*

EMPLOYEE'S INITIALS

*[Signature]*

4. NAME AND LOCATION OF EMPLOYING OFFICE

PHYSICAL FITNESS CENTER  
BLDG 114

5. TYPE OF RATING

☒

ANNUAL

☐ PROBATIONARY

6. RATING PERIOD

FROM

21 JUN 2001

TO

20 JUN 2002

7. RETENTION AFTER PROBATIONARY PERIOD

☐ RECOMMENDED

☐ NOT RECOMMENDED

8. THE OFFICIAL RATING ASSIGNED

☐ OUTSTANDING (4)

☒

SATISFACTORY (2)

☐ UNSATISFACTORY

☐ EXCELLENT (3)

☐ MINIMALLY SATISFACTORY (1)

SUPERVISOR'S SIGNATURE

*[Signature]*

DATE

8 July 02

APPROVING OFFICIAL'S SIGNATURE

*[Signature]*

DATE

8 July 02

EMPLOYEE'S SIGNATURE

DATE

7/8/02

(Employee's signature does not necessarily constitute agreement with the rating, but does acknowledge that position description is accurate and discussion has been held concerning performance with the rating period.)

# SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

## PART I - RATEE IDENTIFICATION

a. NAME OF RATEE (Last, First, Middle Initial)

b. PAY PLAN, SERIES/GRADE

c. ORGANIZATION/INSTALLATION

GS 1101 - 14

USAG, MWR

## PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME Mudd, George W.	POSITION Chief of Staff, USAG
INTERMEDIATE RATER (Optional)	NAME	POSITION
SENIOR RATER	NAME Wood, Stephen N.	POSITION Commander, USAGFM

## PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period 2001-10-21 to 2002-06-30 took place:

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (If used)	DATE
INITIAL						
MIDPOINT						

## PART IV - RATEE (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS:

Director, Morale, Welfare and Recreation

Performs a variety of duties and related responsibilities in the long range planning, coordination and supervision of matters pertaining to MWR Activities. Directs through a subordinate staff all activities relative to programming, marketing, financial management, and logistical support of MWR activities through a continuous review of MWR accomplishments against established objectives. Reviews and evaluates programs to improve existing programs and to offset negative trends within these programs.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

- o NAF subsidy to Child Care NTE \$50 per space (DA standard).
- o Ensure subordinate category A programs break even before depreciation, in the aggregate.
- o Ensure subordinate category B programs break even before depreciation, in the aggregate.
- o Ensure all category C programs break even before depreciation.
- o Ensure APF program budget has 90% execution rate and 98% MWR USA reimbursement.
- o Formally counsel all direct report employees twice per year.
- o Ensure CPMC execution of 95%.
- o Ensure CPMC execution does not exceed NIBD.
- o Obtain a NIBD to Total Revenue percentage of 7% MWR fund overall.
- o Obtain a NAF budget variance percentage of +/- 10%.
- o Ensure all food operations, location 11 (Dining), location 13 (Catering), and location 14 (Snack Bar) obtain a NIBD to Total Revenue percentage of 8% , 17% Golf and Bowling.
- o Applies EEO/AA principles to aspects of job. Attends at least two EEO activities and encourages subordinates to do so.
- o Achieve following patronage/ participation standards:
  - Commercial Sponsorship Target of \$55K.
  - 20% Your population.
  - 70% CDC spaces utilized.
  - 80% lodging occupancy rate.
  - 2% Bowling league increase and Golf outing increase.
  - 5% Fitness center annual registration increase.
- o Achieve CAPRA accreditation visitation by July 02, pass all inspections and evaluations.
- o Open Mulligan's by May 02.
- o Achieve AER of \$30K and execute Armed Forces Day event.

# c. LIST YOUR SIGNIFICANT CONTRIBUTIONS

Planned, directed and supervised MWR Directorate Activities and MWRF operations including AGS, CYS, MWRDS, PRF and Lodging. Program objectives are defined by financial performance and patron participation. Achieved funding for facility improvements at Gibbs Hall: Mulligan's NAF major construction project for \$749k to be completed in May 02, and Gibbs kitchen project costing \$1.6m to be completed in FY03.

Coordinated and produced the Fort Monmouth CAPRA self-assessment report as the first installation in the Army seeking accreditation of MWR recreation programs. This submission was completed in March as a CD, setting the benchmark for all installations to model. Implemented a NAF ID Checker program utilizing MWR staff to supplement activity workforce, providing force protection services and saving costs. Achieved CDS DOD Re-Certification with Commendation, CDC Re-Accreditation by the National Association for the Education of Young Children (NAEYC), and SAS initial Accreditation by the National School Age Care Alliance (NSACA) as essential milestones of CYS activities.

Implemented program enhancements at Lodging to include refurbishing and upgrades of several building's FFE and free Continental Breakfast service. In conjunction with DPTM, planned and executed Armed Forces Day activities. As MWR community events, executed successful Holiday Ball 2001, several large social events at Gibbs Hall (including new Mega Bingo- \$10k jackpot with Lane Hall) and provided expanded services to USNG Augmentee troops, such as Lane Lounge, free movies and specialized tour programs.

Produced the following financial and patronage results YTD FY02:

As of March 02:

Food and Beverages-----	target 8%	(6.14%)
CPMC execution-----	target 95%	frozen
APF execution-MWRUSA1 execution		100%
Budget variance-----	target +/- 10%	(3%)
Sponsorship-----	target \$55k	\$12k
Youth population served-----	target 20%	60%
Golf and Bowling-----	target 17%	(11%)/ 30%
CDC spaces utilized-----	target 70%	90%
AER Campaign-----	target \$30k	\$32k
Lodging occupancy-----	target 80%	85%

SIGNATURE AND DATE

## PART V - PERFORMANCE STANDARDS - SENIOR SYSTEM CIVILIAN POSITIONS

To derive Objective ratings, apply the applicable performance standards below; the standards are written at the SUCCESS level, e.g., Rates, in most cases:

**TECHNICAL COMPETENCE.** Exhibits technical knowledge, skills, and abilities to get desired results within established time frames and with the appropriate level of supervision. Sets and meets realistic milestones. Establishes priorities that reflect mission and organizational needs. Plans so that adequate resources are available. Makes prompt and sound decisions.

**INNOVATION/INITIATIVE.** Develops and implements or suggests better ways of doing business--methods, equipment, processes, resources. Seeks/accepts developmental opportunities. Serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal knowledge and advance state-of-the-art of profession.

**RESPONSIBILITY/ACCOUNTABILITY.** Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort, continuous process/product improvement and customer satisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.

**WORKING RELATIONSHIPS.** Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable compromise in areas of difference.

**COMMUNICATIONS.** Provides or exchanges accurate/complete oral and written ideas and information in a timely manner. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevant individuals and functions are included in/informed of decisions and actions.

### FOR SUPERVISORY POSITIONS ONLY:

**ORGANIZATIONAL MANAGEMENT AND LEADERSHIP.** Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example. Implements/complies with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and efficiency. Takes timely and appropriate personnel actions. Develops subordinates through mentoring, counseling, providing challenging training and work assignments and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA).** Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

# SENIOR SYSTEM CIVILIAN EVALUATION REPORT

For use of this form see AR 690-400; the proponent agency is ASA(M&RA)

## PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Director, MWR, , GS-1101-14
d. ORGANIZATION/INSTALLATION USAG, MWR		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN
f. PERIOD COVERED (YYYYMMDD) FROM 2001-10-21 THRU 2002-06-30	g. RATED MOS. 12	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

## PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) Mudd, George W.	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-15, USAG, Chief of Staff		
b. NAME OF INTERMEDIATE RATER (optional) (Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (if used) Wood, Stephen N.	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT LTC, USAG, Commander		
d. RATEE I understand my signature does not constitute agreement or disagreement with the evaluation of the rater and Senior Rater and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE

## PART III PERFORMANCE AWARD/QUALITY STEP INCREASE

a. SES - AWARD, BONUS/ SALARY INCREASE	RECOMMENDATIONS				b. ST, SL, GM, GS, WS-PERFORMANCE AWARD/QSI	
	RATING (1)	SALARY (2)		PERFORMANCE AWARD-BONUS (3)		
RECOMMENDING OFFICIALS		YES	NO	YES	NO	PERCENT OF SALARY (EXCLUDES Locality Pay) (OR) AMOUNT 0 0 (OR)
RATER						QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI) TO (Grade/Step): AWARD APPROVED BY Stephen N. Wood, Commander, USAGFM
INTERMEDIATE RATER						
PERFORMANCE REVIEW BOARD						DATE (YYYYMMDD) FUND CITE
SENIOR RATER		ES				

## PART IV - DUTY DESCRIPTION (Rater)

DAILY DUTIES AND SCOPE (To include as appropriate people, equipment, facilities, and dollars). Serves as the Director of Morale, Welfare, and Recreation. Provides leadership and direction to subordinate managers in order to achieve established goals and objectives established by Garrison Commander and HQDA. Performs a variety of duties and related responsibilities in the long range planning, coordination and execution of matters pertaining to MWR. Directs subordinate staff relative to programming marketing, financial management, and logistical support through continuous review of performance. Review and adjusts programs to offset negative trends.	Position Description (DA Form 374) is correct. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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## PART V - VALUES (Rater)

VALUES	BULLET COMMENTS
Loyalty	<ul style="list-style-type: none"> <li>o He always does more than required to improve MWR Quality of Life Programs.</li> <li>o He is a consummate team player who can be counted on to give 110% to ensure the mission is accomplished.</li> <li>o He provides the necessary leadership to sustain the MWR Directorate.</li> <li>o He demonstrates the loyalty and integrity of a professional civil servant.</li> </ul>
Duty	
Respect	
Selfless service	
Honor	
Integrity	
Personal courage	

PERIOD COVERED (YYYYMMDD) <b>2001-10-21 - 2002-06-30</b>	RATEE'S NAME	SSN
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**PART VI - PERFORMANCE EVALUATION (Rater)**

**a. PERFORMANCE DURING THIS RATING PERIOD**

Comparison of individual objectives against accomplishments and DA-established performance standards resulted in the following objectives ratings:

<input checked="" type="checkbox"/> <b>Excellence</b> 75 or More Obj	<input type="checkbox"/> <b>Excellence</b> 25-74 Obj	<input type="checkbox"/> <b>Success All or</b> <b>Excellence 1-24Obj</b>	<input type="checkbox"/> <b>Needs Improvement</b> 1 or More Obj	<input type="checkbox"/> <b>Fails 1 or More Obj</b>
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Includes Excellence in Org Mgt/Ldshp OR EEO/AA  
 Obj for supv/mgr ☒ Yes ☐ No

**b. BULLET EXAMPLES**

- o Overall, MWR activities exceeded the HQDA and AMC standards in FY 01 and are on Track to reach these objectives in FY02.
- o All AMC approved CPMC projects for FY 02 and FY 01 will be executed to include Mulligans restaurant and Gibbs Kitchen renovation. Provide on-going oversight and review of these projects.
- o MWR food locations exceeded the 7% standard in FY 01 but are currently below standard for 2nd Qtr. FY02.
- o CAPRA application submitted in March 02 is projected to be the first in the Army with assessment visit scheduled for July/August time frame; served as NRPA visitor to E. Lansing MI and Rosewell, GA.
- o In the aggregate, Golf/Bowling/Recreation Programs exceeded the 15% NIBD ratio in FY 01 per the Army Benchmark. Projections for FY 02 show that we should meet the standard by 4th Qtr.
- o No significant deficiencies concerning loss of resources due to internal causes.
- o Co-chaired planning and execution of "Salute to the Armed Forces" Events in 2001 and 2002.
- o Hosted two AMC MWR Directors Conferences "On The Right Track" for implementation of MWRDS process and single-fund wrap up in 3 Qtr.
- o Achieved CDC and SAS program accreditations and DOD CDS recertification, with Commendation.
- o Coordinated and conducted several successful Community events in MWR activities including; Holiday Ball, Soldier Show, Mega Bingo, Family Symposium, AER Campaign, Travel Expo, etc.

**PART VII - INTERMEDIATE RATER(Optional)**

**BULLET COMMENTS**

<p><b>PART VIII - SENIOR RATER (If used) or RATER (no senior rater used)</b></p> <p align="center"><b>OVERALL PERFORMANCE RATING</b></p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; width: 30px; text-align: center;">X</div> <div style="margin-left: 10px;"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; width: 30px; text-align: center;">2</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; width: 30px; text-align: center;">3</div> </div> <div style="font-size: 2em; margin: 0 5px;">}</div> <div> <p><b>SUCCESSFUL</b></p> <p><b>FAIR</b></p> <p><b>UNSUCCESSFUL</b></p> </div> </div> <p>(MUST Have Senior Rater Review)</p> </div>	<p align="center"><b>PART IX - SENIOR RATER (If used)</b></p> <p><b>BULLET COMMENTS (Performance/Potential)</b></p> <p>A completed DA Form 7222-1 was received with this report and considered in my evaluation and review</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO (Explain)</p>
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Continuation Sheet -

Additional space for DA Form 7222; Part VI b:

o Provided oversight of Lodging, and completed DVQ interior upgrades with implementation of free guest continental breakfast services.

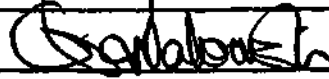

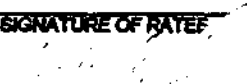
# SENK SYSTEM CIVILIAN EVALUATION REPORT

For use of this form see AR 600-400; the proponent agency is ASA(M&RA)

## PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)		b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Supervisory Operations Team Leader, GS-0301-GS-11
d. ORGANIZATION/INSTALLATION		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN	
f. PERIOD COVERED (YYYYMMDD) FROM 00-11-01 THRU 01-10-31	g. RATED MOS.	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE	

## PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) Periakowski, Glen	SIGNATURE 	DATE 20 Nov 91
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-14, USAG, Director, MWR		
b. NAME OF INTERMEDIATE RATER (optional) (Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (if used) Mudd, George A.	SIGNATURE 	DATE 21 Nov 91
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-16, USAG, COS		
d. RATEE I understand my signature does not constitute agreement or disagreement with the evaluation of the rater and Senior Rater and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE 	DATE 26 Nov 91

## PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

SES - AWARD, BONUS/ SALARY INCREASE	RECOMMENDATIONS				b. ST, SL, GM, GS, WS-PERFORMANCE AWARD/QSI	
	RATING (1)	SALARY (2)		PERFORMANCE AWARD-BONUS (3)		PERCENT OF SALARY (EXCLUDES Locality Pay) (OR)
RECOMMENDING OFFICIALS		YES	NO	YES	NO	AMOUNT (OR)
RATER						QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI) TO (Grade/Step): AWARD APPROVED BY
INTERMEDIATE RATER						
PERFORMANCE REVIEW BOARD						
SENIOR RATER		ES				DATE (YYYYMMDD)    FUND CITE

## PART IV - DUTY DESCRIPTION (Rater)

DAILY DUTIES AND SCOPE (To include as appropriate people, equipment, facilities, and dollars).	Position Description (DA Form 374) is correct. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Serves as the MWRDS Operations Team Leader, responsible for the efficient and effective operation of all assigned facilities. Supports both the Program and the Marketing teams in executing all programs developed and ensures all facilities are staffed and operated in accordance with established procedures and policies per published schedules. Monitors staff actions and provides personnel management in a timely manner. Develops APF/ NAF budget plans and coordinates execution as required. Ensures Reports and Suspenses are timely and financial standards are met.</p>	

## PART V - VALUES (Rater)

VALUES	BULLET COMMENTS
Loyalty	<ul style="list-style-type: none"> <li>o Committed professional, always supports the MWR/ Garrison Team.</li> <li>o Accepts Additional assignments willingly and provides excellent coordination to accomplish the mission.</li> <li>o Strongest dedication and loyalty, demonstrated in all aspects.</li> </ul>
Duty	
Respect	
Selfless service	
Honor	
Integrity	
Personal courage	

PERIOD COVERED (YYYYMMDD) 00-11-01 - 11-10-31	RATER'S NAME	-011
<b>PART VI - PERFORMANCE EVALUATION (Rater)</b>		
<b>a. PERFORMANCE DURING THIS RATING PERIOD</b>		
Comparison of individual objectives against accomplishments and DA-established performance standards resulted in the following objectives ratings:		
<input checked="" type="checkbox"/> Excellence 75 or More Obj	<input type="checkbox"/> Excellence 25-74 Obj	<input type="checkbox"/> Success All or Excellence 1-24 Obj
		<input type="checkbox"/> Needs Improvement 1 or More Obj
Includes Excellence in Org Mgt/Ldshp OR EEO/AA Obj for supv/mgr <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>b. BULLET EXAMPLES</b>		
<ul style="list-style-type: none"> <li>o Has accepted the responsibility for MWRDS Operations in an ever-changing role.</li> <li>o Provided exceptional cross-training of subordinate staff members.</li> <li>o Coordinates various community-wide events: Armed Forces Celebration, Concert Series, Fixed Asset Sales, All other MWRDS programs as required.</li> <li>o Ensures all subordinate activities achieved NAF standards for NIBD and revenue production.</li> <li>o Established new ITR activity (Bldg 1010) providing leisure travel and centralized registration services.</li> </ul>		
<b>PART VII - INTERMEDIATE RATER (Optional)</b>		
BULLET COMMENTS		
<b>PART VIII - SENIOR RATER (if used) or RATER (no senior rater used)</b>  <b>OVERALL PERFORMANCE RATING</b>  <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; width: 30px; text-align: center;">X</div> <div style="margin-left: 10px;">2</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; width: 30px; text-align: center;">3</div> <div style="margin-left: 10px;">4</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; width: 30px; text-align: center;">5</div> <div style="margin-left: 10px;">5</div> </div> <div style="margin-left: 20px;"> <b>SUCCESSFUL</b>    <b>FAIR</b>   <b>UNSUCCESSFUL</b>  (MUST Have Senior Rater Review) </div>	<b>PART IX - SENIOR RATER (if used)</b>  <b>BULLET COMMENTS (Performance/Potential)</b>  <ul style="list-style-type: none"> <li>o True asset to the MWR organization.</li> <li>o Multi-disciplined and adaptable to any task, willing to take on all assignments.</li> <li>o Fiercely loyal and dedicated to the Garrison Mission.</li> </ul> <p>A completed DA Form 7222-1 was received with this report and considered in my evaluation and review</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes <input type="checkbox"/> NO (Explain) </div>	



# SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

## PART I - RATEE IDENTIFICATION

a. NAME OF RATEE (Last, First, Middle Initial)	b. PAY PLAN, SERIES/GRADE	c. ORGANIZATION/INSTALLATION
	GS 0301 - 11	USAG, Morale, Welfare, and Recreation

## PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME	POSITION
	Glenn, Perlakowski	Director, Morale, Welfare Recreation
INTERMEDIATE RATER (Optional)	NAME	POSITION
SENIOR RATER	NAME	POSITION
	George, Mudd	Chief of Staff, U. S. Army Garrison

## PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period 2001-11-01 to 2002-10-31 took place:

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (if used)	DATE
INITIAL	8 Nov 01					
MIDPOINT	9 May 02					

## PART IV - RATEE (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS: Supervisory Operations Specialist

Functions as the Operational Team Leader of Recreation Delivery System (RDS). Responsible for the operation of all assigned RDS facilities. Supports the RDS Program and Marketing Teams in executing all programs developed and ensures all facilities are staffed and operated in accordance with published schedules and per established practices/procedures. Monitors staff and provides personnel management actions in a timely manner. Develops APF/NAF budget input and coordinates execution as required. Ensures all reports and suspenses are timely and financial requirements are met.

## b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

- o Develop a training program for MWR RDS facility staff by end of 4th quarter FY02 and ensure a minimum of 20% of staff are cross-trained in modules for RDS and RECTAC.
  - o Coordinate and execute community special events as required without validated problems.
  - o Coordinate and oversee execution a NAFI property sales as necessary with adequate profit margin and accurate resolution of assets.
  - o Ensure internal and cash controls are in place at all MWR facilities with no discrepancies.
  - o Ensure adequate staffing of all RDS facilities to maintain published operating hours with no incidents per quarter.
  - o Prepare accurate budget and execution to ensure that variances do not exceed 10% and NIBD goals for each activity including: Sports, Library, Outdoor Recreation, Marina, Auto, TNT, and Community Center are achieved.
- Outdoor Recreation: 12%  
 Auto: 37%  
 Library: 90%  
 PFC- (Sports): 38%  
 Community Center: 4%  
 TNT: 12%  
 Marina: 45%
- o Implement full service Central Registration at Building 1010 by the end of 4th quarter FY02.
  - o Ensure all Fixed assets are accounted for on a annual basis.
  - o Provide accurate & timely personnel management functions with NMT 2 problems/ failures during rating period.

# SEN... SYSTEM CIVILIAN EVALUATION REPO.

For use of this form see AR 890-400; the proponent agency is ASA(M&RA)

COPY

## PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Marketing Specialist, GS 1101-11-GS-11
f. ORGANIZATION/INSTALLATION		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN
g. PERIOD COVERED (YYYYMMDD) FROM 00-11-01 THRU 04-10-31	g. RATED MOS.	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

## PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) Perlikowski, Glen	SIGNATURE 	DATE 20 Nov 01
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-14, USAG, Director, MWR		
b. NAME OF INTERMEDIATE RATER (optional) (Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (if used) Mudd, George A.	SIGNATURE 	DATE 21 Nov 01
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-16, USAG, COS		
d. RATEE I understand my signature does not constitute agreement or disagreement with the evaluation of the rater and Senior Rater and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE	DATE 27 Nov 01

## PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE

SES - AWARD, BONUS/ SALARY INCREASE	RECOMMENDATIONS				b. ST, SL, GM, GS, WS-PERFORMANCE AWARD/QSI	
	RATING (1)	SALARY (2)		PERFORMANCE AWARD-BONUS (3)		PERCENT OF SALARY (EXCLUDES Locality Pay) (OR) AMOUNT (OR)
RECOMMENDING OFFICIALS		YES	NO	YES	NO	
RATER						
INTERMEDIATE RATER						
PERFORMANCE REVIEW BOARD						
SENIOR RATER		ES				

TO (Grade/Step):  
AWARD APPROVED BY:   
Glen Perlikowski, Director, MWR  
DATE (YYYYMMDD): 27 Nov 01 FUND CITE:

## PART IV - DUTY DESCRIPTION (Rater)

DAILY DUTIES AND SCOPE (To include as appropriate people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct. ☒ Yes ☐ No

Serves as Marketing/ Advertising Specialist for MWR, Fort Monmouth. Responsible for developing, implementing and executing a comprehensive marketing and advertising plan for the installations activities. Interfaces with Program and Operations Team Leaders to identify customer demand. Promotes products and services with emphasis on revenue-producing and commercial sponsorship activities.

## PART V - VALUES (Rater)

VALUES	BULLET COMMENTS
Loyalty	o Extremely dedicated and loyal member of the MWR/ Garrison Team.
Duty	o Continually strives to promote customer confidence and build patronage.
Respect	o Supports community programs and activities 100%.
Selfless service	
Honor	
Integrity	
Personal courage	

PERIOD COVERED (YYYYMMDD)

00-11-01 - 00-10-31

E'S NAME

PART I - PERFORMANCE EVALUATION (Rater)

PERFORMANCE DURING THIS RATING PERIOD

Comparison of individual objectives against accomplishments and DA-established performance standards resulted in the following objectives ratings:

☒ Excellence 75 or More Obj
 ☐ Excellence 25-74 Obj
 ☐ Success All or Excellence 1-24 Obj
 ☐ Needs Improvement 1 or More Obj
 ☐ Fails 1 or More Obj

Includes Excellence in Org Mgt/Ldshp OR EEO/AA Obj for sup/mgr ☒ Yes ☐ No

BULLET EXAMPLES

- o Achieved \$50 K in commercial sponsorship and +/- 5% NAF variance for FY01.
- o Successfully accomplished all community wide promotions in a timely and effective manner: (Scoop/Messenger/ Calendar).
- o Interfaced with MWRDS and CAPRA teams as required.
- o Has Produced many outstanding advertising campaigns:  
 Holiday Ball, Armed Forces Day, Army Band Concerts, AT&T, Bowl Hog Wild, Concert Series, and daily e-mail "Activities at a Glance".
- o Sustained APF and NAF budget objectives for FY 01

PART VII - INTERMEDIATE RATER (Optional)

BULLET COMMENTS

PART VIII - SENIOR RATER (If used) or RATER (no senior rater used)

OVERALL PERFORMANCE RATING

X	}	SUCCESSFUL
2		
3		
4		FAIR
5		UNSUCCESSFUL

(MUST Have Senior Rater Review)

PART IX - SENIOR RATER (If used)

BULLET COMMENTS (Performance/Potential)

- o Professional Staff member, vital to the MWR/Garrison Team.
- o Provides the personal, promotional touch to MWR Marketing that makes it successful.
- o Staunch supporter of all community activities.

A completed DA Form 7222-1 was received with this report and considered in my evaluation and review

☐ Yes ☐ NO (Explain)

# SENIOR SYM CIVILIAN EVALUATION REPORT SUPPC FORM

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

## PART I - RATEE IDENTIFICATION

a. NAME OF RATEE (Last, First, Middle Initial) **b. PAY PLAN, SERIES/GRADE** **c. ORGANIZATION/INSTALLATION**  
 GS 1101 - 11 Morale, Welfare, and Recreation Marketing

## PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME Perlakowski, Glen	POSITION Director, MWR
INTERMEDIATE RATER (Optional)	NAME	POSITION
SENIOR RATER	NAME Mudd, George A.	POSITION USAG, COS

## PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period 2001-11-01 to 2002-10-31 took place:

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (If used)	DATE
INITIAL	01 NOV 2001	GP	(Signature)		GP	11-16-01
MIDPOINT	26 APR 2002	GP	(Signature)		GP	

## PART IV - RATEE (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS: **MARKETING/ADVERTISING SPECIALIST**

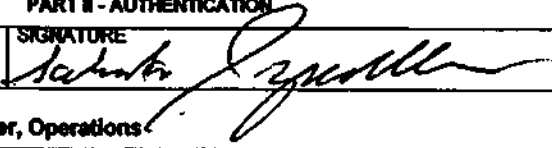
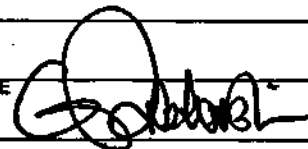
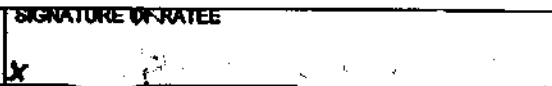
Functions as Marketing/Advertising Specialist, for Morale, Welfare, and Recreation. Responsible to develop, implement, and execute comprehensive marketing and advertising programs for the Installation Morale, Welfare, and Recreation (IMWRF) Activities. Support IMWRF programs and facility development and promotion of products and services available, with special emphasis on revenue producing activities.

## b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

1. Increase Commercial Sponsorship and Advertising dollars by 10% from FY 01. **55K: on target**
2. Ensure 90% of received promotional requests are done within 10 working days. **-OK**
3. Hold marketing NAF expenses to 2% of overall MWR Fund revenue for FY02. **-OK**
4. Assist in controlling marketing labor to NMT 2% /annual. **ON TRACK**
5. Within an MWRDS setting, serve as Marketing Team Leader as a common support service provider to all MWR activities. **-OK**
6. NAF Budget variance +10%. **OK**
7. Assist with the documentation for CAPRA Accreditation along with Program and Operation Teams by March 2002. **-on track**
8. Meet weekly with Marketing staff to schedule projects and prioritize actions. **-ON TRACK**
9. Meet weekly with Program Team Leader and Operations Team Leader to discuss new and existing programs and schedules. **OK**

**GREAT**

**working as Marketing & Program T/Leader**

PART I - ADMINISTRATIVE DATA				
a. NAME (Last, First, Middle Initial)		b. SSN		c. POSITION TITLE, PAY PLAN, SERIES AND GRADE
				Facility Operator, GS-0303-05
d. ORGANIZATION/INSTALLATION			e. REASON FOR SUBMISSION	
Physical Fitness Center			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL	
f. PERIOD COVERED (YYYYMMDD)		g. RATED MOS.		h. RATEE COPY (Check one and date)
FROM 2001-03-01 THRU 2002-02-28		12		<input checked="" type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE
PART II - AUTHENTICATION				
a. NAME OF RATER (Last, First, Middle Initial)		SIGNATURE		DATE
Impollonia, Salvatore				20 MAR 02
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT				
GS-11, Morale, Welfare and Recreation, Team Leader, Operations				
b. NAME OF INTERMEDIATE RATER (optional) (Last, First, MI)		SIGNATURE		DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT				
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (if used)		SIGNATURE		DATE
Perlakowski, Glen				20 MAR 02
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT				
GS-14, Morale, Welfare & Recreation, Director				
d. RATEE: I understand my signature does not constitute agreement or disagreement with the evaluation of the Rater and Senior Rater and merely verifies Part I and Part IV data.		SIGNATURE OF RATEE		DATE
				05/03/02
PART III - PERFORMANCE AWARD/QUALITY STEP INCREASE				
PERCENT OF SALARY (EXCLUDES Locality Pay)		AWARD APPROVED BY		
AMOUNT		Glenn Perlakowski, DIRECTOR, MWR		
QSI (GS with Successful Level Y Rating Only) - minimum of 52 weeks must have elapsed since last QSI)		DATE (YYYYMMDD)		FUND CITE
TO (Grade/Step):		20020326		
PART IV - DUTY DESCRIPTION (Rater)				
a. DAILY DUTIES AND SCOPE (To include as appropriate: people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
<p>Schedules maintenance of fitness equipment and calls in work orders for facility as required. Prepares DAR's and makes deposits. Ensures correct and safe usage of fitness equipment. Periodically conducts inventory and turns in damage and irreparable equipment. Instructs patron on safe use of fitness equipment. Uses Rec Trac for registration of new patrons, renews memberships; tracks sales and adds to patron database. Participates in RDS related programming initiatives requiring expertise of fitness subject matter expert.</p>				
PART V - VALUES (Rater)				
b. AREAS OF SPECIAL EMPHASIS				
DAR's; quality control on maintenance and operation of entire facility; equipment maintenance and repair				
c. COUNSELING DATES FROM CHECKLIST/RECORD		INITIAL	LATER (Optional)	MIDPOINT
		2001-03-01		2001-11-06
				LATER (Optional)
PART V - VALUES (Rater)				
VALUES		a. BULLET COMMENTS		
Loyalty Duty Respect Selfless service Honor Integrity Personal courage		<ul style="list-style-type: none"> <li>• Always there when you need him</li> <li>• Duties assigned will be correctly accomplished immediately</li> <li>• Exceptional dedication to the job at hand</li> </ul>		

Technical knowledge, skills, abilities  
Doing work right/on time  
Sound judgement

EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT ☐ FAILS ☐

- Employee's knowledge, skills, and abilities ensure a great job well done. He strives to meet deadlines and suspenses.
- Employee has shown fantastic improvement by tracking and scheduling maintenance in a timely manner.

## 2. ADAPTABILITY AND INITIATIVE

Adjusting to change - situations/people  
Trying new things  
Seeking self-development

- Never taken off guard
- Open to suggestions and willing to try new approaches
- Willing to cross train in other fitness areas

EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT ☐ FAILS ☐

## 3. WORKING RELATIONSHIPS & COMMUNICATIONS

Supporting team  
Respecting others  
Expressing ideas clearly  
Listening/understanding

- Amenable with supervisors and peers alike
- Respectful to others
- Closely listens to suggestions, and voices his professional opinion

EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT ☐ FAILS ☐

## 4. RESPONSIBILITY AND DEPENDABILITY

Dependable/reliable  
Maintaining facilities/equipment  
Conserving supplies/time  
People/equipment safety

- Impeccable sick leave record
- Reliably maintains equipment and conserves supplies
- Always alert to safety needs of customers and peers

EXCELLENCE (Exceeds std) ☒ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT ☐ FAILS ☐

Numbers 5 and 6 apply to positions with some supervisory duties

## 5. SUPERVISION AND LEADERSHIP

Mission focused/performance oriented  
Sets standard/Leads by example  
Motivating/developing others  
Implementing DA emphasis programs/managing resources

EXCELLENCE (Exceeds std) ☐ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT ☐ FAILS ☐

## 6. EEO AND AFFIRMATIVE ACTION

Respecting others  
Achieving planned actions  
Providing opportunity  
Solving problems

EXCELLENCE (Exceeds std) ☐ SUCCESS (Meets std) ☐ NEEDS IMPROVEMENT ☐ FAILS ☐

PART VI - Senior Rate(if used) or  
Rater (no senior rater used)

PART VII - SENIOR RATER (If used)

## OVERALL PERFORMANCE

☒ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

SUCCESSFUL FAIR UNSUCCESSFUL  
(MUST Have Senior  
Rater Review)

A completed DA Form 7223-1 was received with this report  
and considered in my evaluation and review:

☒ Yes ☐ NO (Explain)

## BULLET COMMENTS (Performance/Potential)

- Always there when you need him
- Duties assigned will be correctly accomplished immediately
- Exceptional dedication to the job at hand

<b>RATEE</b>		<b>RATER</b> Team Leader, Operations	
<b>ORGANIZATION/INSTALLATION</b> Physical Fitness Center		<b>INTERMEDIATE RATER (Optional)</b>	
<b>PAY PLAN, SERIES/GRADE</b> GS 0303 - 05	<b>RATING PERIOD</b> 2001-03-01 to 2002-02-28	<b>SENIOR RATER</b> Perlakowski, Glen Director, MWR	
<p><b>PURPOSE:</b> The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p><b>RULES FOR COUNSELING:</b></p> <ol style="list-style-type: none"> <li>1. Face-to-face counseling is mandatory for all civilians in the Base system.</li> <li>2. Use this form along with a working copy of the Evaluation Form (DA Form 7223) and the Ratee's position description for conducting performance counseling and recording counseling content/dates</li> <li>3. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period.</li> </ol>		<p><b>AFTER COUNSELING</b></p> <ol style="list-style-type: none"> <li>1. Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages.</li> <li>2. Give the Ratee the form to review/initial.</li> <li>3. If the Ratee gave written input, attach it.</li> <li>4. Forward the checklist through the rating chain to the Senior Rater (if used) who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you.</li> <li>5. Give the Ratee a copy and keep the original to use for the next counseling session.</li> </ol>	
<b>CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD</b>		<b>CHECKLIST - LATER COUNSELING SESSION(S)</b>	
<p><b>PREPARATION</b></p> <ol style="list-style-type: none"> <li>1. Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements.</li> <li>2. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form.</li> <li>3. Think how each Value and each Responsibility in Part V of the evaluation form applies.</li> <li>4. Decide what you consider necessary for success in each Value/Responsibility. Be specific.</li> <li>5. Make notes to help you with counseling.</li> </ol> <p><b>COUNSELING</b></p> <ol style="list-style-type: none"> <li>1. Explain the rating chain and the role of each rater.</li> <li>2. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate.</li> <li>3. Discuss items that require top priority effort (areas of special emphasis)—realizing this may change later.</li> <li>4. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties.</li> <li>5. Review the Ratee's written input if he/she provides it.</li> <li>6. Discuss what tasks and level of performance you expect for Success.</li> <li>7. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect.</li> <li>8. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for.</li> <li>9. Ask the Ratee about career goals and training needs.</li> </ol>		<p><b>PREPARATION</b></p> <ol style="list-style-type: none"> <li>1. Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training.</li> <li>2. Review notes from the last session.</li> <li>3. Consider whether priorities or expectations have changed.</li> <li>4. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why?</li> <li>5. Make notes to help focus when counseling.</li> </ol> <p><b>COUNSELING</b></p> <ol style="list-style-type: none"> <li>1. Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help.</li> <li>2. If the Ratee gives written input, review it.</li> <li>3. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed.</li> <li>4. Give examples of Excellence that occurred or could have occurred.</li> <li>5. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks.</li> </ol> <p><b>AFTER COUNSELING</b></p> <ol style="list-style-type: none"> <li>1. Follow the same procedures for documenting, initialing, and dating as you did for the initial session.</li> <li>2. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee, if a senior rater is used. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing.</li> </ol>	

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success (Meets) level; e.g., the Ratee usually:

**TECHNICAL COMPETENCE.** Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

**ADAPTABILITY/INITIATIVE.** Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

**WORKING RELATIONSHIPS/COMMUNICATIONS.** As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

**RESPONSIBILITY/DEPENDABILITY.** Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality (TAQ), safety / security, internal control, inventory management, quality assurance, EEO/AA, Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

#### FOR POSITIONS WITH SUPERVISORY DUTIES:

**SUPERVISION/LEADERSHIP.** Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

#### EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

(EEO/AA)

Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

#### COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 2001-03-01	JS 2001-03-01	<ul style="list-style-type: none"> <li>Maintains facility readiness</li> <li>Schedules maintenance of fitness equipment</li> <li>Provides quality customer service to patrons</li> <li>Prepares DAR's</li> <li>Ensures correct and safe usage of fitness equipment</li> </ul>
LATER (Optional)		
MIDPOINT 2001-11-06	JS 2001-11-06	<ul style="list-style-type: none"> <li>Employee prepares the facility well in advance of scheduled events</li> <li>Maintenance of the fitness equipment is always scheduled as soon as the need arises</li> <li>Feedback from customers concerning quality service is always complimentary</li> <li>DAR's are correctly prepared and forwarded without delay</li> </ul>
LATER (Optional)		



# SENIOR SYSTEM CIVILIAN EVALUATION REPORT SUPPORT FORM

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

## PART I - RATEE IDENTIFICATION

a. NAME OF RATEE (Last, First, Middle Initial) **Impollonia, Salvatore** b. PAY PLAN, SERIES/GRADE **GS 2001 - 09** c. ORGANIZATION/INSTALLATION **USAG, Morale, Welfare, and Recreation**

## PART II - RATING CHAIN - YOUR RATING CHAIN FOR THE EVALUATION PERIOD IS:

RATER	NAME <b>Impollonia, Salvatore</b>	POSITION <b>Supervisory Operations Specialist</b>
INTERMEDIATE RATER (Optional)	NAME	POSITION
SENIOR RATER	NAME <b>Perlakowski, Glenn</b>	POSITION <b>Director, Morale, Welfare, and Recreation</b>

## PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

The following face-to-face discussions of duties, responsibilities, performance objectives, standards, and accomplishments for the rating period **2001-11-01** to **2002-10-31** took place:

	DATES	RATEE INITIALS	RATER INITIALS	INTERMEDIATE RATER INITIALS	SENIOR RATER INITIALS (If used)	DATE
INITIAL	<b>14 NOV 01</b>	<b>SD</b>	<b>HF</b>			<b>Dec 01</b>
MIDPOINT	<b>1 MAY 02</b>	<b>SD</b>	<b>HF</b>			<b>MAY 02</b>

## PART IV - RATEE (Complete a, b, c below for this rating period)

a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS: **General Supply Specialist**

Within an MWRDS setting, serves as logistics common support service provider to all MWR activities. Maintains accountability for MWR property, including equipment, supplies and facilities. Maintains document register, processes supply requests, ensures accuracy of central accountable records. Process and issue control forms to MWR activities. Assist in warehouse activities and inventories. Assist in all MWR functions as required.

b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS

- Provide quality customer service with no more than two verifiable incidents per rating period. Maintain fixed asset inventories and property with no more than two errors per rating period.
- Prepare turn-in, additions and transfer of all property in a timely manner with no more than 30 days delay within the rating period.
- Assists with and ensures car wash count and deposits are completed once a week.
- Assists Directorate to achieve NIBD/ revenue ratio per HQDA standards and supports efforts to sustain overhead costs to 2% per annum.
- Conduct a fixed asset sale twice a year.

# SENIO... SYSTEM CIVILIAN EVALUATION REPL

For use of this form see AR 690-400; the proponent agency is ASAQ&R&A

## PART I - ADMINISTRATIVE DATA

1. NAME (Last, First, Middle Initial)		b. SSN	c. POSITION TITLE, PAY PLAN, SERIES AND GRADE Supply Specialist, GS2001/3-GS-8
1. ORGANIZATION/INSTALLATION		e. REASON FOR SUBMISSION <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTERN	
f. PERIOD COVERED (YYYYMMDD) FROM 00-11-01 THRU 01-10-31		g. RATED MOS.	h. RATEE COPY (Check one and date) <input type="checkbox"/> GIVEN TO RATEE <input type="checkbox"/> FORWARDED TO RATEE

## PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) Impollonia, Salvatore GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-11	SIGNATURE <i>[Signature]</i>	DATE 20 Nov 01
b. NAME OF INTERMEDIATE RATER (optional) (Last, First, MI)	SIGNATURE	DATE
GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT		
c. NAME OF SENIOR RATER (Last, First, Middle Initial) (if used) Perlakowski, Glen GRADE/RANK, ORGANIZATION, DUTY ASSIGNMENT GS-14, USAG, Director, MWR	SIGNATURE <i>[Signature]</i>	DATE 20 Nov 01
d. RATEE I understand my signature does not constitute agreement or disagreement with the evaluation of the rater and Senior Rater and merely verifies Part I and Part IV data.	SIGNATURE OF RATEE <i>[Signature]</i>	DATE 26 Nov 01

## PART III PERFORMANCE AWARD/QUALITY STEP INCREASE

SES - AWARD, BONUS/ SALARY INCREASE	RECOMMENDATIONS				b. ST, SL, GM, GS, WS-PERFORMANCE AWARD/QSI	
	RATING (1)	SALARY (2)		PERFORMANCE AWARD-BONUS (3)		PERCENT OF SALARY (EXCLUDES Locality Pay) (OR) AMOUNT (OR)
RECOMMENDING OFFICIALS		YES	NO	YES	NO	
RATER						
INTERMEDIATE RATER						
PERFORMANCE REVIEW BOARD						
SENIOR RATER		ES				

QSI (GS with Successful Level 1 Rating Only - minimum of 52 weeks must have elapsed since last QSI)  
TO (Grade/Step):  
AWARD APPROVED BY  
Glen Perlakowski, Director, MWR  
DATE (YYYYMMDD) 22 Nov 01

## PART IV - DUTY DESCRIPTION (Rater) 2LN105

DAILY DUTIES AND SCOPE (To include as appropriate people, equipment, facilities, and dollars). Position Description (DA Form 374) is correct ☒ Yes ☐ No

Serves as Common Support logistics. Service provider to all MWR activities. Maintains accountability of APF/NAF property, including equipment, supplies, vehicles and facilities. Maintains document register, processes supply requests, ensures accuracy of records, processes/ issues forms. Assists in Warehouse inventories and activities, Assists in MWR functions as required.

## PART V - VALUES (Rater)

VALUES	BULLET COMMENTS
Loyalty	
Duty	
Respect	
Selfless service	
Honor	
Integrity	
Personal courage	

o Essential Service- provider to all MWR activities.  
o Strong asset to the MWR/Garrison Team.  
o Willing to accept new and additional taskings as required to support the Mission.

REPORT COVERED (YYYYMMDD)

00-11-01 - 01-10-31

EE'S NAME

**PART VI - PERFORMANCE EVALUATION (Rater)**

**PERFORMANCE DURING THIS RATING PERIOD**

Comparison of individual objectives against accomplishments and DA-established performance standards resulted in the following objectives ratings:

☐ Excellence 75 or More Obj    
 ☒ Excellence 25-74 Obj    
 ☐ Success All or Excellence 1-24 Obj    
 ☐ Needs Improvement 1 or More Obj    
 ☐ Falls 1 or More Obj

Includes Excellence in Org Mgt/Ldshp OR EEO/AA

Obj for supervisor ☐ Yes ☒ No

**BULLET EXAMPLES**

- o Demonstrates strong positive customer service attitude to all MWR staff members
- o Assisted with Fixed Assets Sales and Inventories.
- o Conducted annual review of Fixed Assets as directed by higher HQS.
- o Processed all supply actions in a timely manner.
- o Assisted with Car Wash operations and Armed Forces Day Operations.
- o Maintained property documents with accuracy and timeliness.

**PART VII - INTERMEDIATE RATER (Optional)**

**BULLET COMMENTS**

**PART VIII - SENIOR RATER (if used) or RATER (no senior rater used)**

**OVERALL PERFORMANCE RATING**

1
X
3
4
5

} **SUCCESSFUL**

**FAIR**

**UNSUCCESSFUL**

(MUST Have Senior Rater Review)

**PART IX - SENIOR RATER (if used)**

**BULLET COMMENTS (Performance/Potential)**

- o Team player- Supports the MWR/Garrison in all activities.
- o Capable Technician, knowledgeable of all supply process.
- o Excellent customer services attitude.

A completed DA Form 7222-1 was received with this report and considered in my evaluation and review

☐ Yes ☐ NO (Explain)